



Andy Beshear
Governor

Jaime Link
Education and Labor Cabinet Secretary

Employer Education and Engagement Committee **Minutes**

November 8th, 2023
1:00pm – 2:00pm
Zoom
Meeting ID: 814 1911 7384

Members Present: Chair, Merry Reid Sheffer, Rebecca Wilson, Todd Coffey

Members Absent: Jessica Beaven, Zach Morgan, Dawn Gardner

Staff Present: Kentucky Office of Vocational Rehabilitation (KYOVR) Administrator, Nanci Howard, KYOVR Administrative Specialist, Pepper Caudill, KYOVR Manager, Deana Wilson-Kimble, KYOVR Assistant Director, Kristen Beach

Welcome, Introductions and Agenda Review:

Chair, Merry Reid Sheffer began the meeting by thanking members in attendance. She explained that due to recent passage of the Council's Bylaws, committees no longer needed to meet a quorum in order to conduct official business and therefore this committee would be able to move forward in the final planning and launch of its' Lunch N' Learn Series. She stated that during this meeting, the committee would go over the Series Outline and make any changes necessary for the successful launch and implementation of the series.

Lunch N' Learn Series:

Chair, Merry Reid Sheffer screen shared the outline and mentioned that the team had not gone over the series outline since June of 2023. The team had extensive discussion of the entire series to determine which sessions to keep and confirm which members would lead each session. Member, Deana Wilson Kimbler confirmed her lead on session, "Intro to Etiquette, Myths, and Range of Disability Experience". Deana stated that Cheryl would no longer be presenting and that she was working on finding a replacement and confirming outline material for the presentation. She would soon be sending the session outline to Merry. Member, Zach Morgan had already submitted to Merry, an outline of the "Demystifying Regulatory Issues Around Disability" session, which included mention of Barry Whaley from Southeast ADA, speaking at the session. Merry stated she would reach out to Zach to confirm this. It was decided that because Michael Rimer is no longer a member of the council, the Amazon "Creating an Accommodations Process" session could be replaced with "Universal Design" and could be hosted by the speaker from the October 2023, Chamber Workforce Inclusion Summit, who spoke about universal design in the workplace. It was decided that the group would reach out to secure a speaker for the Universal Design session and if one could not be secured

Page 1 of 3

then the session would be eliminated from the series. Merry requested that the group, poll within their networks to inquire if there are other employers with Accommodations Processes that could be substituted into the series. Merry confirmed she would still be leading the “Customized Employment for Industry Innovation” session. It was decided that this session would include testimonies from employees and employers to provide a full 360 degrees review. Member, Todd Coffey would be partnering with Amanda Owen and Kitty Zachary to present the “Coalition Creation & Replication” session. Todd would be meeting with Kitty next week and would thereafter reach out to Merry with an update. Merry stated she would email Andrea Roy for confirmation of lead on session “Adult Education and Apprenticeships for Employers”. Member, Rebecca Wilson confirmed she would be leading the “WIPA for Employers” session with Linda Wilson and Donna Mundy. Merry requested Rebecca to prepare and share with her, a tentative outline of how this session pertains to employer and what they could expect to learn. It was decided that the sessions would be divided into 30 minutes for presentation and 30 minutes for questions and discussion, for a total of 60 minutes/1 hour and would recur every month at a designated day/time, until the series concluded. There would need to be confirmation of Zach Morgan’s research with SHRM, regarding whether education credits could be offered to series participants. It was also discussed whether SHRM would be interested in contributing a session to the series. It was confirmed that Katie Wolf Whaley approved the planning of an Employment First “introduction” video that was expected to precede each of the series videos and she would be interested in recreating a more professional version of an already existing version of this. There was discussion amongst the group regarding the standard of professionalism of the recordings of each session and it was decided that a zoom webinar could be used to create the recordings and presenters could join separately from their own devices, if desired. There was further discussion regarding the editing of the recordings and whether splicing was an option within zoom. Merry stated that she was aware of a way to imbed videos into presentations. It was also stated that admin staff could manually play videos during the Zoom presentations if imbedding was not an option, however there was no exact plan decided as to how the team would edit the recordings after they were taken. There was discussion of how the group would promote and disseminate the series information to potential attendees. Nanci recommended the group could collaborate with the Advocacy & Education Committee to help with the outreach. Support Staff, Kristen Beach recommended that all series information should be confirmed through Jimmy Brown for accessibility requirements, prior to public sharing. Rebecca Wilson requested an accessibility guidelines handout that could be shared with the panelists and Kristen stated she would investigate this request.

Standing Meeting Dates for 2024:

It was discussed and decided that the group would meet monthly on the second, Wednesday from 1:00 – 2:00pm beginning on December 13th, 2023, and throughout the 2024 calendar year.

Future areas of focus:

- Deana Wilson-Kimble confirming Cheryl Martinez replacement and outline material for the presentation, then sending session outline to Merry.
- Merry emailing Zach Morgan and Andrea Roy for confirmation of sessions and outlines.
- Merry requested that the group, poll within their networks to inquire if there are other employers with Accommodations Process’ that could be substituted into the series.
- It was decided that the group would reach out to secure a speaker for the Universal Design session and if one could not be secured then the session would be eliminated from the series.
- Todd would be meeting with Kitty next week and would thereafter reach out to Merry with an update.
- Merry requested Rebecca to prepare and share with her, a tentative outline of how this session pertains to employer and what they could expect to learn.
- Rebecca Wilson requested an accessibility guidelines handout that could be shared with the

panelists and Kristen stated she would investigate this request.

- There would need to be confirmation of Zach Morgan's research with SHRM, regarding whether education credits could be offered to series participants. It was also discussed whether SHRM would be interested in contributing a session to the series.

Next Meeting Date:

Wednesday, December 13th, 2023

1:00pm – 2:00pm

Hybrid Format

Location: Zoom

500 Mero Street • 4th Floor NE • Frankfort, KY • 40601

Toll Free: (800) 372 - 7172 • Direct: (502) 782-3421 • Email: Nanci.Howard@ky.gov